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A JOB with the FOREST SERVICE

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A GUIDE TO NONPROFESSIONAL EMPLOYMENT

Miscellaneous Publication No. 843 • Forest Service • U.S. Department of Agriculture

"For its part, the Federal Government must be a good employer. It must offer challenging opportunities to its employees. It must be prompt to recognize and reward initiative. It must pay well to attract and keep its share of dedicated and resourceful workers. It must welcome fresh ideas, new approaches, and responsible criticism.

". . . The time is at hand to develop the Federal service into the finest instrument of public good that our will and ingenuity can forge."

Lyndon B. Johnson

Excerpts from Budget Message, January 21, 1964

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A JOB with the FOREST SERVICE

A GUIDE TO NONPROFESSIONAL EMPLOYMENT

The Forest Service receives thousands of letters each year from people who want to know something about the Service—what it does and what kinds of jobs it offers. Most of the questions these people ask are like the questions listed below. Anyone interested in a Forest Service career at a nonprofessional level should find the information he needs in this booklet.

1. "What Does the Forest Service Do?"

The Forest Service, a part of the U.S. Department of Agriculture, is responsible for the protection and development of about 186 million acres of mountains, forests, waterways, and grazing lands grouped within 154 National Forests and 19 National Grasslands.

The principal objective of the Forest Service is to manage the resources on these Federal lands for "the greatest good of the greatest number in the long run." To accomplish this, the National Forests must be made to yield continuous supplies of water, timber, forage, and wildlife, as well as to provide recreation opportunities for the millions of people who visit them.

In the course of their work, foresters encounter many problems that make their goals difficult to reach—such problems as tree disease, insect infestations, and fire, to name a few. The Forest Service employs well-trained scientists and technologists in its numerous

research units to find solutions to these problems as well as to test new and better ways of using our valuable resources. To assist its scientists and administrators, nonprofessional workers are also employed.

In addition to the 97 million acres of commercial forest land in the National Forests, there are 386 million acres of forest land owned privately or by the States. These non-Federal holdings make up nearly 80 percent of our total commercial timber growing area. Adequate future timber supplies in the United States depend, to a large extent, on increasing the productive capacity of these lands. The use of better forestry practices is the key to this objective. The Forest Service, in cooperation with many States, conducts programs aimed at assisting the private landowner in improving his forest lands.

The work of the Forest Service can be better understood if we remember that the growth of our population and economy, and the advances of technology, have created huge demands for natural resources. These demands must be met in the crucial years ahead. The Forest Service does its part by constantly seeking and practicing good principles of forest conservation, and by cooperating with all forest owners for their and the Nation's benefit.

2. "I am not a Professional Forester. What Kind of Work Can I Find in the Forest Service?"

Professional Forest Service men can operate effectively only if they have a competent staff of nonprofessionals to work with. These nonprofessionals are divided into the following categories:

A. TECHNICIANS—fire dispatchers, timber markers, timber cruisers, log scalers, road survey party chiefs.

B. AIDS—lookouts, smokechasers, smokejumpers, timber stand improvement crew members, recreation guards.

C. CLERICAL AND RELATED WORKERS—typists, payroll clerks, stenographers, mail and file clerks, dictating-machine transcribers, messengers.

D. SKILLED WORKERS—carpenters, welders, electricians, parachute packers, bulldozer operators, cooks.

E. LABORERS—forest workers, janitors.

Much of the field work on National Forests must be done during the summer, because most of these forests, being at high altitudes, are usually snow-covered in winter. Accordingly, several thousand temporary employees are hired each summer for fire protection; tree-disease and insect control; brush disposal; road, trail, and other improvements; construction; maintenance; and similar forest work.

3. "How Important Are the Nonprofessional Workers to the Forest Service?"

Very important, indeed. Nonprofessionals help the professional do the job he has to do. An engineer's road design for a National Forest is useless unless he has a corps of unskilled, skilled, and supervisory workers to build the road. In this respect, the Forest Service is like any other large organization with its different levels of skills and functions which have to operate harmoniously.

Let's look a bit closer at the categories listed under the second question:

A. TECHNICIAN.—More and more professions are finding that certain tasks that were once performed by the professional can be delegated to the technician. In the Forest Service, this approach has met with great success. Technicians have taken over from the professional foresters such responsible and difficult jobs as supervising on-the-ground operations in timber sales, recreation-area use, or research activities that require the use of practical skills and experience; collecting, consolidating, sometimes analyzing, reporting, and summarizing data within guides set up by professionals; contacting the public, contractors, and other forest users for information or policy enforcement; or supervising a road survey crew on a road-building project that will make timber accessible for harvesting.

B. AID.—No organization can exist without people who know how to get the basic or preliminary work done. The Forest Service is no exception. It has always been fortunate in having hard-working aids who not only get the job done, but enjoy doing it.

Aids, even more than technicians, work at a variety of productive tasks that help both the technician and the professional. Some of these tasks are: Scaling logs; marking specific trees and collecting and recording such data as tree heights, tree diameters, and tree mortality; installing, maintaining, and collecting records from rain gages, streamflow recorders, and soil moisture measuring instruments on simple watershed improvement projects; serving on a road survey

crew as rodman, rear or head chainman, notekeeper, or level instrument man.

C. CLERICAL.—Another important group of support personnel in the Forest Service is the clerical and related force. Clerical workers are found at all organization levels, including the forest ranger's office. A unit may require the services of one or more of the following: Clerk-typist, voucher examiner, stenographer, mail and file clerk, and dictating-machine transcriber. Many women are employed in these positions.

D. SKILLED WORKER.—For construction, maintenance, and fire control projects, the Forest Service requires such skilled workers as carpenters, parachute repairers and packers, welders, cooks, bulldozer operators, and others experienced in specific trades and crafts.

E. LABORER.—In addition to skilled workers on the numerous National Forest projects, laborers are also needed. Unskilled workers kill undesirable trees, using poison or other methods; prune trees to improve their quality; build firelines; eradicate bushes that transmit the destructive white pine disease known as blister rust; plant seedlings; dig ditches; load and unload equipment and tools; and perform other supervised duties.

4. "What Kind of Experience Do I Need to Qualify for a Nonprofessional Job in the Forest Service?"

A. TECHNICIAN.—The following tabulation shows the amount of experience required to qualify for several technician positions:

	YEARS OF EXPERIENCE		
	General	*Specialized*	*Total*
FORESTRY TECHNICIAN	2	1	3
FOREST & RANGE FIRE CONTROL TECHNICIAN	1½	1	2½
ENGINEERING TECHNICIAN	2¼	¾	3

An example of acceptable general experience for the position of Forest and Range Fire Control Technician would be experience gained in any field of forestry, or related field, that shows the applicant has acquired, and can use, the basic knowledges and skills needed for fire control work.

Specialized experience for the position of Forest and Range Fire Control Technician would be that which demonstrates the possession of knowledges and skills basic to fire dispatching, fire prevention, or some combination of both, depending upon the type of position open.

Substituting high school or other education for parts of the general or specialized experience requirements is permitted. The exact amount of substitution allowed is determined by the nature and length of the subjects studied.

B. AID.—The following experience requirements are for the several positions of aid:

	EXPERIENCE		
	General	*Specialized*	*Total*
FORESTRY AID	2 seasons or 1 year.	None	2 seasons or 1 year.
FOREST AND RANGE FIRE CONTROL AID	2 seasons	None	2 seasons.
ENGINEERING AID	1 year	None	1 year.

The example of general experience shown above for Forest and Range Fire Control Technician would also apply here for Forest and Range Fire Control Aid.

A diploma for the completion of 4 years of high school work which includes six ½-year courses in mathematics or science may be substituted for two seasons of general experience.

C. CLERK.—For grade GS–2, no experience is required. For grade GS–3, 1 year of general experience, or 1 academic year of business or secretarial school, junior college, or college, in addition to high school graduation, is required. Applicants must pass tests covering verbal abilities and aptitude for clerical tasks.

D. SKILLED TRADE AND CRAFT WORKERS.—Generally, 6 months of experience assisting a journeyman worker is required for eligibility to the helper or apprentice positions, Level 5 (not to be confused with GS–5). Usually, each month of day class attendance in a trade school may be substituted for each month of required experience.

E. LABORER.—No previous experience or education is required to start as a Laborer, Level 1. However, to perform the various manual tasks, it is necessary to be in good physical condition.

5. "Are There Any Schools in the United States That Will Prepare Me for the Position of Forestry Technician or Forest and Range Fire Control Technician?"

The following schools offer training and preparation for those interested in a career as Forestry or Forest and Range Fire Control Technician in the Forest Service.

1-Year Program:

Lake City Junior College and Forest Ranger School, Lake City, Florida, 32055

New York State Ranger School, Wanakena, New York, 13695

2-Year Program:

Lassen College Ranger School, Susanville, California, 96130

University of New Hampshire, The Thompson School of Agriculture, Durham, New Hampshire, 03824

Nichols Junior College, Dudley, Massachusetts, 01572

Paul Smith's College of Arts and Sciences, Forestry Department, Paul Smiths, New York, 12970

Pennsylvania State University, Forest Technician Unit, Mont Alto Commonwealth Campus, Mont Alto, Pennsylvania, 17237

Training at these schools minimizes the nonforestry basic courses included in a 4-year program leading to a Bachelor of Science degree in forestry. The forestry courses relate to the technician's needs rather than the theory needed by the professional.

6. "Will Taking Correspondence Courses Help Me Get a Job With the Forest Service?"

Generally, correspondence courses do not count toward the basic education required for appointment to an aid or technician position

in the Forest Service. They do count toward bonus points in the qualifying process. That is, an applicant with the basic qualifying requirements would get some extra consideration if he had shown a keen interest in self-improvement, as demonstrated by having successfully completed such courses.

7. "What Are the Starting Salaries for Nonprofessionals in the Forest Service?"

A. TECHNICIAN.—Technicians usually enter the Forest Service in grade GS–5 at a salary of $5,331 per year. (Though the technician and the professional may start their careers at the same grade, the professional, because of his broader educational background, will usually have greater job opportunities open to him and will frequently advance more rapidly and to a higher level than will the technician.)

B. AID.—Aids usually enter the Forest Service in grade GS–2 at a salary of $3,925 or GS–3 at $4,269 per year.

C. CLERK.—Clerks usually enter the Forest Service in grade GS–2 at $3,925 or grade GS–3 at $4,269 per year.

D. SKILLED WORKER AND LABORER.—The pay scale for trades and crafts is not the same as that for white-collar or "GS" jobs. Beginning salaries are based on rates paid by non-Government concerns for similar work in the area in which the job is located.

8. "I'm Still in School but I Want to Work for the Forest Service in the Future. Will There Be Many Positions Available Then?"

With a continuing upward trend in the use and development of forest resources for needed products and for outdoor recreation, job opportunities in the Forest Service for all major categories—technician, aid, clerk, skilled, unskilled, and professional workers—should be good.

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9. "How Are Higher Grade Nonprofessional Positions Filled in the Forest Service?"

The Forest Service tries to place each employee in the position for which he is best qualified and where he will have a chance to develop and grow. This is in keeping with the idea of a career service. It is the policy of the Forest Service to fill vacancies in higher grade positions by promoting employees who have shown their ability to do more responsible work, without regard to race, sex, creed, color, or national origin.

10. "Do I Have To Take a Civil Service Examination To Be Eligible for Appointment?"

All permanent positions in the Forest Service are filled by appointment from a list of eligibles furnished by the Civil Service Commission or its Interagency Boards of Civil Service Examiners. Eligible lists are established as a result of competitive examination, either written or unassembled. In an unassembled examination, the applicant is rated primarily on the experience and education shown in the completed application form he submits. Whether the examination is written or unassembled, the applicant with the highest score is placed at the top of the eligible list.

Competitive civil service examinations are held for all but temporary positions in the Forest Service. Whenever an examination is scheduled, the Civil Service Commission issues an announcement that is published in local newspapers and posted on bulletin boards in first- and second-class post offices. Information about examinations may also be obtained from any of the Interagency Boards listed on page 13. Each announcement describes the conditions (education, experience, sex, etc.) under which an applicant may be admitted to the examination. Read these announcements carefully. Applicants who do not meet the minimum qualification requirements are rated ineligible.

11. "What Qualifications and Experience Do I Need for Temporary Employment?"

For temporary employment as technician, aid, or clerk, the qualifications are the same as those described earlier in this pamphlet.

For starting laborer jobs, no practical experience is necessary. However, for supervisory positions appropriate experience (fire control operations, construction activities, etc.) is required. Operators of equipment (trucks, bulldozers, power shovels) must have an automobile operator permit or appropriate experience.

All applicants must be at least 18 years old on the day they report for duty and must be physically fit and willing to do hard physical work.

12. "Does the Forest Service Employ Pilots?"

The Forest Service uses airplanes to a considerable extent in fire suppression and some other field operations. However, the planes and pilots are generally under contract from private operators or made available by other government agencies. Qualified pilots operate the few planes owned by the Forest Service.

13. "Does the Forest Service Employ Women?"

The majority of office workers (typists, stenographers, clerks) are women. Women also fill other responsible support positions such as accountants, statisticians, writers, personnel specialists, and research technicians.

Women are occasionally employed as forest fire lookouts, but they are usually recruited from local residents who are acquainted with the country under observation. Since most lookouts are required to locate and sometimes help control fires, men fill most of these positions.

14. "Does the Forest Service Employ Noncitizens?"

Generally, no. Civil Service regulations provide that an agency can hire noncitizens only if it cannot hire citizens. Since, in many categories, there are usually more applicants than jobs, the Forest Service has continued to fill its positions with U.S. citizens.

15. "Are Employment Opportunities Equal for All?"

Appointments are based on qualifications without regard to race, sex, creed, color, or national origin. Promotional and development opportunities within the Service are also open to all qualified individuals.

For further general information, write to the Regional Forester in charge of the region where you wish to work (see map). The addresses are on the following page.

Address to: Regional Forester, U.S. Forest Service

Northern Region
Federal Building
Missoula, Mont. 59801

Rocky Mountain Region
Federal Center, Building 85
Denver, Colo. 80225

Southwestern Region
517 Gold Avenue SW.
Albuquerque, N. Mex. 87101

Intermountain Region
324 25th Street
Ogden, Utah 84401

California Region
630 Sansome Street
San Francisco, Calif. 94111

Pacific Northwest Region
Post Office Box 3623
Portland, Oreg. 97208

Eastern Region
633 West Wisconsin Avenue
Milwaukee, Wis. 53203

Southern Region
50 Seventh Street NE.
Atlanta, Ga. 30323

Alaska Region
Post Office Box 1628
Juneau, Alaska 99801

For specific information regarding civil service examinations for the positions mentioned, write to the Interagency Board of U.S. Civil Service Examiners serving the area in which you seek employment.

INTERAGENCY BOARDS OF U.S. CIVIL SERVICE EXAMINERS

Address	*Area served*
806 Governors Drive SW. Huntsville, Ala. 35801	Northern Alabama
107 St. Francis Street Mobile, Ala. 36602	Southern Alabama (except Russell County); Florida counties west of Apalachicola River
632 Sixth Avenue Anchorage, Alaska 99501	Alaska
44 West Adams Street Phoenix, Ariz. 85003	Arizona
923 West Fourth Street Little Rock, Ark. 72201	Arkansas (except Crittenden and Miller Counties); Le Flore and Sequoyah Counties, Okla.
851 South Broadway Los Angeles, Calif. 90014	Kern, Los Angeles, Orange, San Luis Obispo, Santa Barbara, and Ventura Counties, Calif.
Suite 125 415–425 Capitol Mall Sacramento, Calif. 95814	Sacramento area and northern California
380 West Court Street San Bernardino, Calif. 92401	Riverside and San Bernardino Counties, Calif.
1400 Fifth Avenue San Diego, Calif. 92101	San Diego and Imperial Counties, Calif.
450 Golden Gate Avenue San Francisco, Calif. 94102	Central California
Main Post Office Building, Room 112 1823 Stout Street Denver, Colo. 80201	Colorado
Federal Building, Room 716 450 Main Street Hartford, Conn. 06103	Connecticut; Berkshire, Franklin, Hampden, and Hampshire Counties, Mass.
U.S. Post Office and Courthouse 11th and King Streets Wilmington, Del. 19801	Delaware
123 South Court Avenue Orlando, Fla. 32801	Florida east of Apalachicola River
230 Peachtree Street NW. Atlanta, Ga. 30303	Northern Georgia (except Walker County)

Address	*Area served*
Federal Building 451 College Street Macon, Ga. 31201	Southern Georgia; Russell County, Ala.; and Aiken County, S.C.
Federal Building Honolulu, Hawaii 96813	Hawaii and Western Pacific area
Federal Building, Room 107 Boise, Idaho 83702	Idaho
Room 1322 219 South Dearborn Street Chicago, Ill. 60604	Illinois (except Madison and St. Clair Counties); Scott County, Iowa
Room 710 36 South Pennsylvania Street Indianapolis, Ind. 46204	Indiana (except Clark, Dearborn, and Floyd Counties); Henderson County, Ky.
Old Federal Office Building Fifth and Court Streets Des Moines, Iowa 50309	Iowa (except Scott and Potawottamie Counties)
Beacon Building 114 South Main Street Wichita, Kans. 67202	Kansas (except Johnson, Leavenworth, and Wyandotte Counties)
Heyburn Building 721 South Fourth Street Louisville, Ky. 40202	Kentucky (except Boone, Boyd, Campbell, Christian, Henderson, and Kenton Counties); Clark and Floyd Counties, Ind.
600 South Street New Orleans, La. 70130	Louisiana
Federal Building Augusta, Maine 04330	Maine
Federal Office Building Lombard Street and Hopkins Place Baltimore, Md. 21201	Maryland (except Montgomery, Prince Georges, and Charles Counties)
Post Office and Courthouse Building Boston, Mass. 02109	Boston area (Essex, Norfolk, Middlesex, Plymouth, Suffolk, and Worcester Counties)
144 West Lafayette Street Detroit, Mich. 48226	Michigan
Building 57 Fort Snelling St. Paul, Minn. 55111	Minnesota (except Clay County); Douglas County, Wis.
803 North State Street Jackson, Miss. 39201	Mississippi
Federal Building 601 East 12th Street Kansas City, Mo. 64106	Western Missouri; Johnson, Leavenworth, and Wyandotte Counties, Kans.

Address	*Area served*
Federal Building 1520 Market Street St. Louis, Mo. 63103	Eastern Missouri; Madison and St. Clair Counties, Ill.
130 Neill Avenue Helena, Mont. 59601	Montana
U.S. Court and Post Office Building 215 North 17th Street Omaha, Nebr. 68102	Nebraska; Potawottamie County, Iowa
Federal Building, Room 4014 300 Booth Street Reno, Nev. 89502	Nevada; Lassen County, Calif.
Federal Building Daniel and Penhallow Streets Portsmouth, N. H. 03803	New Hampshire
Post Office Building Federal Square Newark, N.J. 07102	New Jersey (except Camden County)
421 Gold Avenue SW. Albuquerque, N. Mex. 87101	New Mexico (except Dona Ana and Otero Counties)
News Building 220 East 42d Street New York, N.Y. 10017	New York City, Long Island, and Rockland, Westchester, Orange, and Putnam Counties
301 Erie Boulevard West Syracuse, N.Y. 13202	Northern New York State
415 West Hillsborough Street Raleigh, N.C. 27603	North Carolina
112 University Drive Fargo, N. Dak. 58102	North Dakota; Clay County, Minn.
1909 East 13th Street Cleveland, Ohio 44114	Northern Ohio
Knott Building 7 East Fourth Street Dayton, Ohio 45402	Southern Ohio (except Belmont, Jefferson, and Lawrence Counties); Dearborn County, Ind.; Boone, Campbell, and Kenton Counties, Ky.
210 NW. Sixth Street Oklahoma City, Okla.	Oklahoma (except Le Flore and Sequoyah Counties)
319 SW. Pine Street Portland, Oreg. 97204	Oregon; Clark County, Wash.
128 North Broad Street Philadelphia, Pa. 19102	Eastern Pennsylvania; Camden County, N.J.
1000 Liberty Street Pittsburgh, Pa. 15222	Central and western Pennsylvania

Address	*Area served*
Federal Building and Post Office Kennedy Plaza Providence, R.I. 02903	Rhode Island; Barnstable, Bristol, Dukes, and Nantucket Counties, Mass.
334 Meeting Street Charleston, S.C. 29403	South Carolina (except Aiken County)
919 Main Street Rapid City, S. Dak. 57701	South Dakota
Federal Office Building 167 North Main Street Memphis, Tenn. 38101	Tennessee; Crittenden County, Ark.; Christian County, Ky.; and Walker County, Ga.
114 Commerce Street Dallas, Tex. 75202	Northern Texas; Miller County, Ark.
411 North Stanton Street El Paso, Tex. 79901	Western Texas; Dona Ana and Otero Counties, N. Mex.
702 Caroline Street Houston, Tex. 77002	Southeastern Texas
Federal Building San Antonio, Tex. 78205	Southern Texas
135 South State Street Salt Lake City, Utah 84111	Utah
Federal Building Elmwood Avenue and Pearl Street Burlington, Vt. 05401	Vermont
Rotunda Building 415 St. Paul Boulevard Norfolk, Va. 23510	Virginia (except Arlington, Fairfax, Stafford, Prince William, and King George Counties)
Federal Office Building First Avenue and Madison Street Seattle, Wash. 98104	Washington (except Clark County)
Federal Building 500 Quarier Street Charleston, W. Va. 25301	West Virginia; Belmont, Jefferson, and Lawrence Counties, Ohio; Boyd County, Ky.
161 West Wisconsin Avenue Milwaukee, Wis. 53203	Wisconsin (except Douglas County)
2005 Warren Avenue Cheyenne, Wyo. 82001	Wyoming
255 Ponce de Leon Avenue Hato Rey, P.R. 00917	Puerto Rico and Virgin Islands
Civil Service Commission Building 1900 E Street NW. Washington, D.C. 20415	District of Columbia; nearby counties of Maryland and Virginia; overseas areas except Western Pacific

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